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Time Management

Get the Most Out of the Time You Have

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"All big things in this world are done by people who are naive and have an idea that is obviously impossible." - [Charles Hamilton](#) (1876-1961)

- Big Impossible Ideas!
- What makes the difference between a successful person and an unsuccessful person?
- The Wright Brothers
- Research by Brian Tracy has shown that the difference between successful people and unsuccessful people is in how they think.
 - Abundance thinking
 - Identify what they want and they think about how to get it
- What do unsuccessful people do?
- Where do you place your attention during your day?

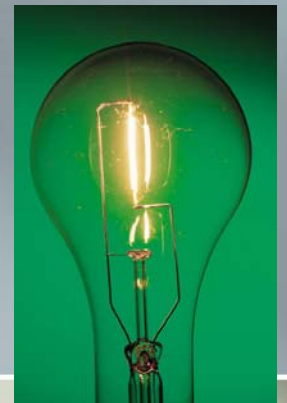


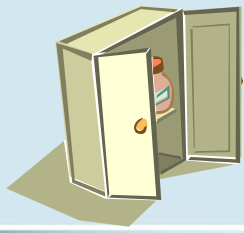
- What does all of this have to do with Time Management?
- What are the basic elements of success?
 1. Contemplate abundance
 2. Develop a vision for what you want to achieve
 3. Develop a series of goals for achieving that vision
 4. Develop an action plan for meeting those goals
- When we say time management, we are actually referring to this action plan for meeting our goals
- Time management is your plan for making success happen
- Without a plan that works, you can't get to success



Abundance Thinking

- A belief in unlimited resources, such as, creativity and productivity
- Basic Laws of Psychological Concepts
 - Like attracts Like
 - Thought monitoring-Negativity and Positivity
 - Mistakes are opportunities for learning
 - Givers Get





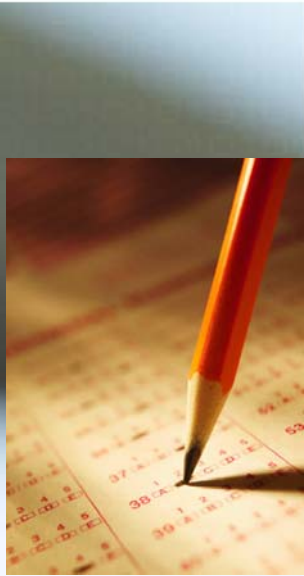
Understanding Your Personal Relationship To Time

- Empowerment
- Making Time Tangible
 - Easier to organize space than time
 - Space you can see, manipulate
 - Time is something you feel passing, amorphous
 - We need to change our conception of time from intangible to tangible
- Time has space and boundaries
 - Each day is a container with a particular capacity
 - You can calculate the size of a task and see whether you can fit it into the space

Cluttered Closet	Cluttered Schedule
Limited Amount Of Space	Limited Amount of Hours
Crammed with more stuff than storage	Crammed with more tasks than time
Items jammed in with no particular order	Tasks jammed into any pocket of time, in no order
Disorderly arrangement: difficult to see what you have	Disorderly arrangement: difficult to see what you have to do

Self-Assessment:

How well do you manage your time?



- Do you have enough time for the things you need to do?
- What do you want to spend more time on?
- Do you find yourself running out of time for important projects?
- Are there things that you really want to do that you never get around to?
- Can you make a schedule? When you do, are you able to follow it?

Authoring Your Lifestyle

- Subordinating Clock to Compass
- Life Space/Life Roles



Getting Control Over Your Day: Prioritizing and Planning

"Life, we learn too late, is in the living, in the tissue of every day and hour." ~ [Stephen Leacock](#)

- Urgency and Importance



Efficient Time Scheduling

Urgent Important	Not Urgent Important
Urgent Not Important	Not Urgent Not Important

By Steven Covey



Your Values at Work!

Urgent/Important

Health issues

Projects at work

Holiday Shopping

Not Urgent/Important

A walk in the grass

Spending time with family

Spiritual life

Urgent/Not Important

Taxes

Bills

Speeding—getting there fast

Holiday Shopping

Not Urgent/

Not Important

Watching TV

Nonessentials: meetings,
internet surfing

Your Values at Work!

<u>Urgent/Important</u> Your to do list	<u>Not Urgent/Important</u> Goals of Your Life- long-term and strategic Activities and priorities
<u>Urgent/Not Important</u> Throw Out	<u>Not Urgent/ Not Important</u> Throw Out

Questions for Prioritizing:

What would happen if this were not done?

What one thing could you do in your personal and professional life that, if you did on a regular basis, would make a tremendous positive difference in your life?

Self-Care: Not Urgent and Important

Striking the Balance

- Set boundaries (is it OK to say No, do less, and protect family time)
- Take time off for yourself at least once a week/month
 - Set a budget/work less/spend less
 - Think about time in terms of your own values, purpose, and life journey. Does your current behavior reflect all your values, or just some of them?
- Have a support system, be a good role model, and pass on the learning and support that was offered you to others
- Stop competing and comparing yourself to others. It's easy to see what others are doing and feel inadequate or feel pressure that we should be doing more. An old saying: 'You can't take it with you.'





Goal Setting

■ The Work Domain

- Contemplate Abundance

■ Rules for Writing Goals

■ Specificity

- Clearly state, with detail, what you want

■ Important

- Goals should fit your values

■ Measurable

- Identify markers for progress, time limits

■ Positive

- What you want to achieve

Why Time Might Not Work For You

■ Technical Errors

- Not assigning time to a task
- Chosen the wrong time for a task
- Miscalculation of time required
- Task is overly complex: break it down

■ External Realities

- An unrealistic workload: purge, delegate
- Health limits your energy
- Interruption-rich environment
- You have a disorganized partner

By Julie Morgenstern

Why Time Might Not Work For You

■ Psychological Obstacles

- Unclear goals and priorities
 - What do you really want?
- You have a fear of downtime
 - Confronting deep issues
 - Permission to be busy – use meaningful activity
- You have a fear of failure
 - What if I don't achieve my dreams?
- You have a fear of success
 - What if I do achieve my dreams? What will I lose? Friends, free time
- You are afraid of structure/losing creativity
 - Some structure can enhance creativity

Time Map



"A badly planned project will take three times longer than expected - a well planned project only twice as long as expected."

■ Tips for filling in a schedule

- The Biggest Problem: Underestimating the amount of time something will take
 - Leave some open spots for "slush time"
- Your energy cycles and sources
- Schedule activities according to your values
- Multi-tasking: schedule activities simultaneously
 - Cleaning the house and phone calls



Tips for Creating a To Do List

"A little risk management saves a lot of fan cleaning."

- Remember, time spent in planning will be time saved in execution later
- Write it down!
- Move the Important/Urgent items to the top
 - OR use a ranking system of ABC's
 - A: you start right after you finish the list
 - B: middle priority items
 - C: things that it would be nice to do
 - If an unplanned item comes up, assess and rank it!
- Realize that some things will never be a priority and stop putting them on your list.
 - "Identify and eliminate the things that need not be done at all". (Peter Drucker)



Evaluating a Weekly Schedule

- Do I follow my weekly schedule?
 - If yes, what helped me keep to it?
 - If not, what were some of the problems?
- Did I finish all of my work projects? Did I feel prepared?
- Did I schedule enough time for relaxation and free time?
- Did my schedule feel flexible or rigid?
- What revisions can I make?
 - Are there Urgent/Not Important things to throw out?
 - Are there Not Urgent/Not Important things to throw out?



Procrastination and How to Stop Doing It

- “The surest way to be late is to have plenty of time.” Leo Kennedy
- The Main Cause of Procrastination
- Other Causes
 - Tasks feel too big
 - Feeling as if tasks are imposed on you from the outside
 - Fear of Failure/Fear of Success
 - Mythical Self-Talk
 - “It will get easier if I wait.”
 - “I should wait until the right idea hits me.”
 - Other Strategies
 - Find something you like about it
 - Find a motivator





■ Conclusions and Looking Forward

Thanks for Attending Our Seminar!

Please "make time" for our next seminar on:

Stress Management April 18, 2006

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